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FROM: [redacted] STAT

DATE: 24 Mar 65

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REMARKS

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February Monthly reports of the Divisions and Staffs.

Good report

[redacted]

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MANAGEMENT SERVICES STAFF MONTHLY REPORT

February 1965

1. General

a. The major item of significance to the Management Services Staff in February was the work effort carried out in preparation for the IG Survey. The Assistant for Administration was given the responsibility to conduct the initial briefings of the IG Survey Team and the Management Services Staff was assigned a major role in the preparation and presentations to be given. For a two week period an intensive effort involving considerable overtime resulted in the successful preparation of numerous briefing aids and back-up statistical data. The briefings which were held on 16-17 February were given by Messrs. Lundahl, [redacted] and [redacted] and were successfully accomplished as planned.

50X1
50X1

b. During February several special studies and papers were completed including:

(1) Operations Staff Survey

Final drafting of the Operations Staff Survey was completed by [redacted] including a complete review of Mission and Functions and staffing complement.

50X1

(2) CIA/PID Personnel Reduction

A paper was solicited from CIA/PID justifying the need for support personnel in connection with the 15 man cut imposed by the DD/I. This paper was reviewed and comments prepared and forwarded to the O/Dir.

(3) Mission and Functions Statements

Coordination was achieved on proposed Mission and Functions Statements for the Operations Staff and the Plans and Development Staff. Following approval by the Executive Director they were published and disseminated within the Center.

Excluded from automatic downgrading and declassification

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(4) Overtime Analysis

In connection with the continuing effort of the Executive Director-Comptroller and the O/DDI to reduce overtime by 25%, a special analysis of overtime usage
50X1 in the Center was prepared by [redacted] This analysis will be used in a paper to Mr. Kirkpatrick justifying the current level of overtime to carry out the Center's mission.

c. In addition to the above, the following general activities were
50X1 engaged in by [redacted]

50X1 (1) [redacted] met with [redacted] Lockheed Management 50X1
Consultant, on 18 February to discuss utilization of his services in developing the Management Information System. During the discussion [redacted] revealed his plans precluded a return to the 50X1
Center until August or September. This matter is being taken up with [redacted] of Lockheed to determine if an earlier available 50X1
date can be arranged.

(2) Committee to Review Comparable OCR/NPIC Operations

50X1 [redacted] was extensively engaged in support of the Committee to Review Comparable OCR/NPIC Operations. Four meetings of the Committee were held during February during which briefings were received on the FIB/OCR, SR/OCR, CSD/NPIC, IPD/NPIC and Project CHIVE. The final study from this Committee is expected to be completed by the end of March.

(3) Suggestion Awards Panel

50X1 [redacted] chaired two meetings of the NPIC Suggestion Awards Panel during February. As a result of these meetings six awards have been recommended totalling nearly $700 for NPIC employees.

2. Management Information Branch

a. As part of the effort in preparing for the IG Briefings, the MIB completed and published two Management Information Reports including the PAG Manpower Utilization Study for Calendar Year 1964 and the NPIC Manpower Utilization Study for Calendar Year 1964. Work commenced on two new manpower utilization studies covering the activities of the Publications Division and Collateral Support Division for Calendar Year 1964.

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b. Work continued during the month on drafting of a consolidated NPIC Monthly Report. This monthly reporting system, which is intended to supercede the present monthly report, is attempting to utilize statistical data available from MIS, and to establish standard formats for use in relieving divisions and staffs of much of the effort currently undertaken.

c. Extensive work was done in the MIB in preparing a draft NPIC handbook setting forth detailed procedures for handling requirements and projects. Coordination of this handbook will be undertaken during the coming month.

3. Budget and Financial Analysis Branch

50X1 a. At the end of February a total of [redacted] had been obligated
50X1 against the current NPIC budget of [redacted] This represents 56% of
50X1 available funds leaving 44% or [redacted] to be obligated during the next four months in this Fiscal Year. The largest part of these funds is tied up in the NPIC R&D program. With just 34% of these funds at this point in the year obligated, an intensive effort will be required if all program objectives are to be achieved. From an optimistic point of view, comparisons with obligation rates one year ago at this time show that just 45% of total available funds had been obligated and only 15% of R&D funds had been obligated. B&FAB is working very closely with P&DS personnel to ascertain whether or not any sizeable surplus from this year's available funds is likely to develop in order that they may be turned over for utilization elsewhere in the DD/I and CIA.

50X1 b. Overtime usage in the Center increased slightly in February
50X1 reaching a total of 14,598 hours worked at a cost of [redacted] This compares with 12,087 hours worked in January at a cost of [redacted]
50X1 After eight months of operation in FY 1965, CIA personnel in the Center had worked nearly 90,000 hours of overtime at a cost of nearly [redacted] At the current rate of overtime usage the total cost for overtime in
50X1 FY 1965 is expected to reach [redacted] or 35% in excess of the budget for this item.

50X1 [redacted]

Chief, Management Services Staff, NPIC

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